



Job Opportunity

State Controller's Office

Position: Associate Editor of Publications

Statewide

Location: Division of Audits
300 Capitol Mall, Suite 418, Sacramento, CA 95814

Issue Date: April 24, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, 916-323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus employees are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-5593-001

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision, the incumbent will perform the more difficult range of editorial tasks associated with the State Controller's Office (SCO) audit and reporting responsibilities, in order to enhance the editorial quality and timeliness of documents and publications. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Serve as the Division's editor and perform the more difficult duties associated with auditing reports, activity reports, manuals, intranet articles, forms, budget change proposals, guidelines, correspondence, and annual reports of state expenditures, to ensure that the content clearly and accurately communicates the intended information and that drafts meet SCO style and format requirements. Perform editing from an electronic copy, as well as on a hard-copy, then prepare for print distribution.
- Draft memos, letters, and employee intranet articles as needed. Assist report authors and subject-matter specialists in planning, drafting, and revising documents. Serve as a general resource for grammar, style, and format questions.
- Coordinate and enforce editorial review procedures to ensure that documents receive the required review and that edits are correctly incorporated.
- Assess the needs of SCO employees for training in grammar, writing, and editorial style, and assist in the design and ongoing implementation of such training.

Desirable Qualifications

- Strong editing skills, including the ability to present the information logically, clearly, and concisely, and in conformity with rules of grammar.
- Manage multiple projects and assignments without compromising timeliness.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls



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